

~~RESTRICTED~~

Contact Branch Training Course for Administrative Assistants

Conference Room (No. 1276) "Q" Building

Monday, 2 May 1949

<u>Time</u>	<u>Lecturer</u>	<u>Subject</u>
25X1 9:00		
9:10	Mr. George G. Carey	Welcome
	[redacted]	
9:10		
10:15	Mr. Lyman B. Kirkpatrick	National Security Organization
25X1	[redacted]	and CIA
10:15		
10:45	Break	
25X1 10:45		Source Division
11:15		
11:15		Collection Directives
12:15		Case Files
12:15		
1:30		
1:30		Index Section
2:30		
2:30		Office of Collection & Dissemination
3:45		Library
3:45		
4:00		
4:00		Office of Reports & Estimates
5:00		

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Auth.: AR 70-2
Date: [redacted] By: [redacted]

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Tuesday, 3 May 1949

25X1

<u>Time</u>	<u>Lecturer</u>	<u>Subject</u>
8:30		Reports Division
9:30		Foreign Language Examinations
9:30		
9:45		
10:15		Personnel Security
10:15		
10:45		Physical Field Security
12:00		
12:00		
1:00		Administration
1:15		Executive Office
1:15		
3:00		Personnel, Classification and Employee Relations
3:00		
3:15		
4:15		Supply and Property
4:15		
4:30		Transportation and Transportation Requests
4:30		

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R E S T R I C T E D

Wednesday, 4 May 1949

<u>Time</u>	<u>Lecturer</u>	<u>Subject</u>	
25X1 8:30			25X1
9:00			
9:00		Alien Section	
9:45			
9:45			
10:15			
10:15		Communications	
11:30			
11:30		Administration & Management	
12:00			
12:00	Lunch		
1:00			
1:00	Captain John Tietgen	Medical Examination	
5:00	100 Central Bldg.		

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R E S T R I C T E D

Thursday, 5 May 1949

<u>Time</u>	<u>Lecturer</u>	<u>Subject</u>
25X1 9:00		Budget
10:00		
10:00		
10:30		
10:30		Payroll
11:30		
12:30		
12:30		Voucherized Petty Cash
1:30		
1:30		Travel
2:30		
2:30		Summary
3:00		
3:00		
3:30		
3:30		Unvoucherized Funds
5:00		

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Friday, 6 May 1949

To:

M. Truman

Subject:

General Assembly

From:

Mr. Lyman L. Kirkpatrick

Goodbye

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Auth. MR. T.O. 2

Date: May 6, 1949

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